STEP 1 – PROOF OF IMMUNIZATION

Report to the Health Services Unit in Building 44, Room A-40, if you are age 26 and under and have not shown proof of immunization. You must obtain your immunization record from your physician, previous school or your personal health records. Students with incomplete immunization records will be ineligible to register.

STEP 2 – ACADEMIC ADVISING AND REGISTRATION

Community College
All entering freshmen, transfer and readmitting students should contact the Student Success Center (cc@udc.edu or 202.274.6988) regarding advising and registration for the Fall 2013 semester.

Flagship Students

New entering freshman or transfer students,

A. If you are a new, entering freshman or transfer student who has earned fewer than sixty (60) credits, you will be advised in the Academic Advising Center in Building 32, Room B01-04. Appointments may be scheduled by calling 202.274.6899.

OR

B. If you are a transfer* student who has earned/transferred more than sixty (60) credits, please report to your academic department. Please refer to the List of Undergraduate and Graduate Departments on pages 4-5 in the online Course Schedule/Guide.

*Bachelor’s degree students transferring or transitioning to a UDC bachelor’s degree program have a designated Transition Advisor from the Academic Advising Center who can assist with any issues that may be experienced with the transfer student’s matriculation process. The Transition Advisor’s role is to help the student make appropriate referrals concerning the transfer process and to navigate general registration, academic, and student support services. The Transition Advisor is not a primary advisor. The Transition Advisor can be found in the Academic Advising Center in Building 32, Room B01-04. Appointments may be scheduled by calling 202.274.6899.
Continuing Students

If you are a continuing student, you are required to meet with your Academic Advisor prior to registering for fall courses. Once your Advisor lifts your “Advisor Hold” you may register through your myUDC student portal (see directions under Step 3).

International Students

All international students are required to check in with the Office of International Programs, to ensure that they are properly registered in the SEVIS System.

How do I find my Advisor?

Associate’s Degree -- UDC-Community College:
If a student is pursuing an associate’s degree, the student will have an advisor in the Student Success Center, a division of the UDC-Community College campus located on 801 North Capitol Street, N.E., Washington, D.C.

Bachelor’s Degree – Flagship

Juniors and seniors: Faculty Advisors guide students with 60 or more credit hours through the registration process. Please refer to the List of Undergraduate and Graduate Departments on pages 6-7 in the online Course Schedule/Guide to locate your advisor.

Non-Degree Seeking (Special) Students
If you are a special students who is not-seeking a degree from UDC, you may contact the Academic Advising Center to confirm release of the “Advising Hold.” You may register online by using the guidelines in Step 3.

Graduate Degree:
Students are assigned to a graduate advisor by the department in which they study.

However, if you are in a special program i.e., HISCIP, or Dual-Enrollment) – please see your UDC Program Advisor.

STEP 3 – REGISTRATION

What is myUDC?

myUDC is a one-stop access point to email, grades, financial aid, student accounts, registration, Blackboard, campus announcements, student government, social networking, campus information and more!
All students register online. Flagship students needing assistance and/or access to computers may visit the Academic Advising Center in Building 32, Room B01-04. The Academic Advising Center is open from 8:30 am to 6:00 pm Monday through Thursday and 8:30 am to 5:00 pm. On Friday’s. Community College students should contact the Student Success Center (cc@udc.edu or 202.274.6988) for assistance.

**Continuing Students** may register by accessing my.udc.edu. See instructions for Continuing Students in section A below.

**New Student/Transfer/Non-Degree Seeking Students** register by accessing my.udc.edu. If you have a working UDC email, you may use the instructions for Continuing Students below, otherwise see section B.

### A. Registration for Continuing Students

a. Login to my.udc.edu.

b. Use your UDC email username which is generally your first.lastname@udc.edu and your password. If you are unsure of what your email is, please visit the University Help Hub in Building 41, A-Level, email support@udc.edu, or call 202.274.5941.

c. Under “My Account Content Layout”, click on the “Academics” tab

d. On the Center of the Page, 4th box down, look for the “Registration Tools” box

e. Click on “Look Up Classes.”

f. Search by term or date range (e.g., select Fall 2013). Click submit. The screen will display “Look Up Classes.”

Choose a subject area from the drop down box and click “Course Search.” View sections for the course for which you wish to register.

**Note:** Course Numbers with a “C” are for Community College students ONLY! Students’ cannot cross colleges to take courses. University students must take classes on the main campus and will not be permitted to register for Community College courses. Community College students will not be permitted to register for classes on the main campus.

One way to ensure selection of appropriate courses is to select “Advanced Search”. Students on the Van Ness Campus should choose “Main” under the “Campus” tab when searching; Community College students should select “Community College of DC.”

Check the box next to the class you would like to take and add to the worksheet. Repeat these steps to add additional classes. When you are finished click “Submit Changes”.

Revised 08/01/13
g. Confirm, view, and print your schedule by clicking “Student Detail Schedule” under the “Student” tab. This view also shows you the days, times, and locations of your classes.

B. Registration for New/Transfer/Non-Degree Seeking Students

Note: If you do not have a working UDC email account, please follow the steps below:

a. Go to my.udc.edu
b. Click “Self-Service Banner” at the bottom of the page
c. Log in with your User ID and PIN. Your User ID is your student ID “N” number. The first time you log in, your PIN is your 6-digit birthday (MMDDYY). You will be prompted to change your PIN and create a security question
d. Click on “Student” and then “Registration”
e. Click on “Add or Drop Classes” (think of your schedule as being “empty” – you need to add your class choices to fill it)
f. Select the Term – “Fall 2013”
g. Then you can either:
   i. Type the CRN numbers into the boxes provided and then click the button “Submit Changes” OR
   ii. Click on “Class Search” and select at least one subject. (Some classes are offered at more than one time, If so, you will be asked to “view sections” first. Select the section (time slot) that best fits your schedule). Find the class you need, select your class by ticking the box to the left of the class listing, and then click on “Add to Worksheet”. When you have selected all of your classes for the semester, click on “Submit Changes”.
   iii. PLEASE NOTE: Course Numbers with a “C” are for Community College students ONLY!. Students cannot cross colleges to take courses. University students must take classes on the main campus and will not be permitted to register for Community College courses. Community College students will not be permitted to register for classes on the main campus.
   iv. One way to ensure that you select courses at the appropriate location under is to use the “Advanced Search” feature. Select “Main”.

h. Confirm, view, and print your schedule by clicking “Student Detail Schedule” under the “Student” tab. This view also shows you the days, times, and locations of your classes.

REGISTRATION NOTES FOR ALL STUDENTS

*If you are registering for a lecture and a lab, you must register for both courses at the same time. You must also take the “matching” lecture and lab (e.g. if you take section 1 of the lecture, you must take section 1 of the lab).
*If you want to drop a class, choose “Web Drop” from the drop down menu on the registration page and then click on “Submit Changes” at the bottom of the page. Classes may only be dropped until the end of the ADD/DROP period. “Please refer to the Academic Calendar.”

REGISTRATION NOTES FOR ALL STUDENTS

*If you are registering for a lecture and a lab, you must register for both courses at the same time. You must also take the “matching” lecture and lab (e.g. if you take section 1 of the lecture, you must take section 1 of the lab).

**If you want to drop a class, choose “Web Drop” from the drop down menu on the registration page and then click on “Submit Changes” at the bottom of the page. Classes may only be dropped until the end of the ADD/DROP period. “Please refer to the Academic Calendar.”

STEP 4 – PAYMENT OF TUITION AND FEES

TUITION & FEES MUST BE PAID ON THE DAY OF REGISTRATION OR CLASSES WILL BE DROPPED

• If you use agency or voucher payments, these will be processed in Student Accounts, Building 39, Suite A-145.
• For all other payment types (cash, check, credit card), please report to the Cashier’s Office, Building 39, 2nd floor.

Tuition Management Services

Please make note that all students wishing to enroll in Tuition Management Services must do so via the web at www.udc.afford.com. The Office of Student Accounts will no longer enroll Students via the paper method. The Office of Student Accounts will monitor the accounts and any students that are delinquent on their payment plan will be notified. If you have questions, please contact the Office of Student Accounts, 202.274.5168.

STEP 5 – STUDENT HEALTH INSURANCE

The University of the District of Columbia and the University of the District of Columbia Community College are proud to bring you student illness and accident insurance for the 2013-2014 academic year through United Health Care
• After completing your self registration, please review the student health insurance policy if you have not done so.

• All students who enroll at UDC and UDC-CC must have health insurance coverage. All students are automatically enrolled in the United Health Care insurance plan, and charged accordingly when registering for classes.

• If you already have comparable coverage and wish to waive out of the plan, you can do so at www.firststudent.com. Note: the website is NOT active yet but students will be notified when this website is active.

• Students are required to waive only once in an academic year - not every semester.

Annual Health Insurance Fee is: $1,133 for both domestic and international students.

For more information about student health insurance, please go to http://www.udc.edu/student affairs/student health insurance.htm. OR www.firststudent.com

Note: Students have to pay and be reimbursed on their student account, as the health insurance fee is refunded only when the student has completed the online insurance waiver process by the deadline. The insurance company must confirm the student’s comparable coverage, and then email the approved waiver. This can take up to 2 weeks from the waiver deadline.
Waiver Deadline: Saturday, September 14, 2013.

For additional information concerning Student Insurance, see the website at www.firststudent.com or contact Health Services, Building 44, Room A-40; 202.274.5030.

STEP 6 – IDENTIFICATION CARD/(ONEcard)

For Van Ness Campus – Year around.

Report to Building 39, Room C-04 (Public Safety Office).

• New Students: Will be issued an ID card after tuition and fees have been paid. Report to Building 39, Room C-04. ONEcards will be produced during normal registration times frames and not during the weekends. Students must bring proof of their identify by supplying some form of governmental identification card (drivers license, passport, etc.).

• Continuing Students: Old (non-ONEcard) ID’s must be replaced with the new ONEcard. You must bring proof that you have paid in-full for the current academic term.
• **Replacement ID Cards:** Replacement cards are issued for lost, stolen or defaced ID’s, after completing a UDC Police report, payment of the requisite fee, and proof of registration for the current academic term.

**For the Community College at 801 North Capitol – at selected times during registration and different times of the year.**

Report to the Admissions area for directions to where the ONEcards are being produced within the Community College. New Students - Will be issued an ID card after tuition and fees have been paid. ONEcards will be produced during normal registration times frames and not during the weekends. Students must bring proof of their identify by supplying some form of governmental identification card (drivers license, passport, etc.).

**Note:** This ID card is required for access to all University services and must be presented upon request to – Public Safety personnel in all University buildings and grounds.

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**FINANCIAL AID**

**DEADLINE— FRIDAY, AUGUST 16, 2013**

You must have all requested documents submitted and have accepted your award offer on your my.udc.edu student portal on or before Friday, August 16, 2013 to ensure that you have financial aid to pay your classes. If your file is not awarded by Friday August, 23, 2013, you are a late financial aid applicant and you must pay the full tuition and fees at the time of registration or apply for a Tuition Installment Plan. You may be reimbursed upon completion and awarding of your financial aid file.

*Students on Financial Aid Suspension* – Students on suspension have until Friday, August 16, 2013, to submit a SAP Appeal with supporting documentation. Submission of an appeal does NOT guarantee approval. Students denied their appeal will have to pay their 2013 Fall Semester classes or complete a Tuition Installment Plan or will be dropped for non-payment.

*New Students:* Please check your personal email regarding the status of your financial aid application and award or visit the Financial Aid Office in Building 39, Room A-111. If you do not have a myUDC student account, visit [www.my.udc.edu](http://www.my.udc.edu) and click on the link at the bottom for new students. Once you have registered, and obtained a UDC email account, you can log into [www.my.udc.edu](http://www.my.udc.edu) and check your financial aid status. Use your UDC email username and password to log in.

*Continuing students:* Please check your financial aid status via your [www.my.udc.edu](http://www.my.udc.edu) student portal. Also check your UDC email or visit the Financial Aid Office in Building 39, Room A-111.
How to check your Financial Aid Application Status and Review your Awards

1) Login in to http://my.udc.edu
2) Click on MyUDC Registration System.
3) Enter your ID number and PIN (at first, it’s your birth date in the “mmddyy” format).
4) Change your PIN then enter a security question.
5) From the Main Menu click on “Financial Aid”.
6) From here you can view the following:
   a. Financial Aid Status – provides a summary of your estimated aid and SAP status.
   b. Eligibility – has four tabs; Student Requirements, Messages, Holds and Academic Progress. **If you have not been awarded aid, the tabs on this menu will tell you why.**
   c. Award – Tabs you will refer to are Award Overview, Terms and Conditions and Accept Award Offer.
7) Where asked, select the 2013-14 Award Year and Submit.
8) Click Award and go to Terms and Conditions and click “I accept” and Submit. If you have loans, you may need to complete the Master Promissory Note (MPN) and Entrance Counseling from here (log onto www.studentloans.gov).
9) Then click Accept Award Offer Tab – from the dropdown box select accept or decline each award offer.
10) To view your bill, click on Student Tab, Student Account, and then Account Summary by Term.

**FINANCIAL AID BOOK AUTHORIZATIONS**

If you have a credit balance after all 2013 Fall Semester charges have been assessed, you may proceed directly to the Follett Bookstore to purchase books using your financial aid. **Financial aid recipients may purchase books beginning Monday, August 19th through Friday, September 6, 2013.**

So that refund checks on any remaining aid balance can be authorized, **NO BOOK AUTHORIZATIONS WILL BE APPROVED AFTER FRIDAY, SEPTEMBER 6, 2013.**

**FINANCIAL AID REFUND CHECKS**

For students that have a credit balance after all charges are assessed, the Financial Aid Office will authorize aid to disburse to your student account. Refund checks are generated approximately two weeks after the 100% tuition refund period and when your instructors have verified that you are attending class.
ADVISEMENT AND REGISTRATION
New, Continuing, Readmitted, Transfer, Special Students

- Monday, August 19 – Thursday, August 22  
  9:00 A.M. – 6:00 P.M.
- Friday, August 23  
  9:00 A.M. – 5:00 P.M.

*LATE REGISTRATION/ADD/DROP

- Monday, August 26 – Thursday, August 29  
  9:00 A.M. – 6:00 P.M.
- Friday, August 30  
  9:00 A.M. – 5:00 P.M.
- Monday, September 2 – Tuesday, September 3  
  9:00 A.M. – 6:00 P.M.

*Late Registration ($150.00 – Late Fee Assessed)  
*Add/Drop ($10.00 per add/drop transaction)

TUITION AND FEES ARE DUE AT THE TIME OF REGISTRATION

If tuition and fees are not paid by the close of business on the day of registration, courses may be dropped.

Classes Begin Monday, August 26, 2013
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<th>Department</th>
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<tr>
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